

Compucorp[®]

System Guide 1:
Introducing Word Processing

Overview

Using the Compucorp OMEGA word processing system is like having an assistant to help you create and edit text. OMEGA can perform many of your routine typing tasks such as setting margins and tabs and ending pages automatically. OMEGA can also make many of your more complex typing and information management tasks easier. Best of all, your OMEGA word processor is easy to learn, as well as to use, because the system does so much for you.

This system guide introduces you to the basic ideas and terms used in word processing. Section 1 shows you how word processors are used. You will learn what the components of the Compucorp OMEGA system are in Section 2. Finally, in Section 3, you will begin learning how to use your system. Upon completion of this system guide, you will turn on the system, type and save a document. You will find that OMEGA will perform many tasks for you. Completing letters, memos, reports and other documents was never easier!

Welcome to OMEGA word processing!

Sections

- 1: What is Word Processing?
- 2: Compucorp System Components
- 3: Using OMEGA

Begin this guide by listening to Audio 1.

Compucorp OMEGA word processing

A word processor is a modern invention that replaces a typewriter. With a word processor, you type and correct typing errors on a video screen. Then, you print typed text at a speed of hundreds of words per minute. You can even save your text and later recall and make revisions to it. Using your Compucorp OMEGA will save you typing time, editing time, revising time and filing time. Your office skills combined with OMEGA's assistance will help you produce documents more easily and quickly than before.

Your skills are important

The office skills you bring to OMEGA will help you use the Compucorp system.

- **Typing skills:** Word processing requires good typing skills. These enable you to use OMEGA's many features.
- **Formatting skills:** A document's appearance, or format, is important to everyone who reads it. Your judgment determines how the final document will look.
- **Language and grammar skills:** Proper language and grammar are essential to all communication. Your knowledge in this area is important to effective word processing.
- **Filing skills:** Every office has unique filing needs. OMEGA will perform certain filing tasks but you determine how the files are organized.

Essential Office Skills



OMEGA's capabilities

OMEGA assists you in performing many office functions.

- **Making revisions:** Making minor and major revisions is easy and fast.
- **Performing repetitive tasks:** You can save material you use frequently such as words, phrases, paragraphs, pages, or documents. You can then use the saved material to create other documents.
- **Filing and retrieving instantly:** OMEGA saves documents for you automatically. You can recall these documents in a few seconds.
- **Performing calculations:** (Not available on Level A) OMEGA can function like a calculator. It can also perform more complex mathematical calculations.
- **Preparing management reports:** OMEGA makes it easier to produce reports on a regular basis with the most current information.

Making Revisions

Draft

The advertising department, therefore, plays an important role in the sales program of a large business concern. For that reason, it is sometimes organized as a special division of the sales department.

The advertising department usually plans, writes, and designs the sales promotional material used by the firm. This includes sales letters, dealer helps, pamphlets, circulars and window displays.

Final

The Advertising Department

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Similarities between OMEGA and a typewriter

You produce the same documents with OMEGA as you do with a typewriter. The system has been designed to perform typing tasks. It has a typewriter-like keyboard. And in many ways, you operate the Compucorp system just as you would a typewriter.

Applications

With OMEGA, you can produce any kind of document.

- Letters
- Reports
- Memos
- Envelopes
- Labels
- Forms
- Invoices

Appearance

Both the Compucorp system and a typewriter have a standard typewriter keyboard. Both have the text appear as you type it. And both use a printing mechanism with printing elements and high-quality ribbons.

Use

You use an OMEGA much as you would use a typewriter. You determine how a page will look by setting margins, tab stops and indents, and by centering text. You can correct typographical errors as you type or when you are finished. Finally, you can type a wide variety of documents.

Applications

Appearance



Differences between the Compucorp OMEGA and a typewriter

While OMEGA and a typewriter can be used to produce the same kinds of documents, there are significant differences between them. The system has several different parts, or components, while a typewriter is one unit. These additional parts allow you to work faster and more efficiently.

Components

The Compucorp system has four primary components.

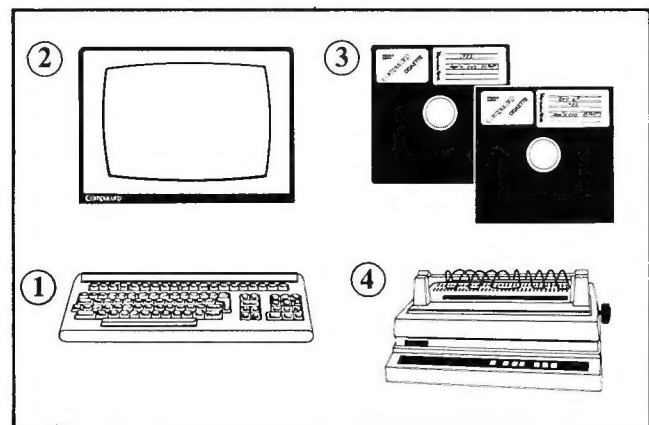
1. A keyboard with four groups of keys.
2. A video screen which displays text as it is typed and while it is being revised.
3. A storage system which saves documents on disks that look like 45 rpm records.
4. A high-speed printer which operates several times faster than a typewriter.

Use

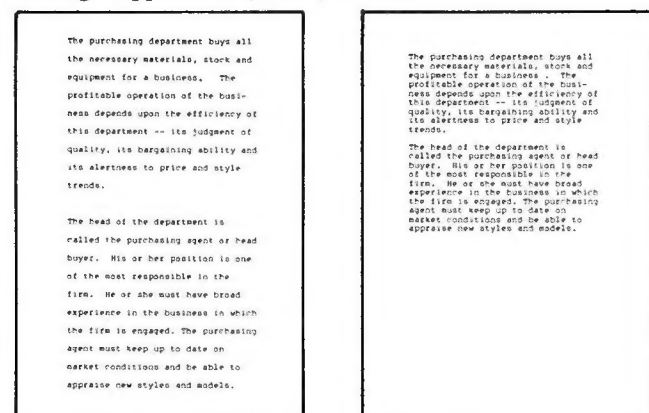
Compucorp's components let you perform tasks more easily than you can on a typewriter. They also enable you to perform tasks that are not possible on a typewriter.

- **Change appearance:** With OMEGA you can change the entire appearance of a document without retyping. This is shown in the second illustration.
- **Change content:** With OMEGA you can replace, delete, and move text by following simple procedures. You can then reprint the final results.
- **Change use:** With OMEGA, you can use previously typed documents to create new documents. This saves retyping time.
- **Locate documents:** OMEGA files your document automatically. You find documents quickly by looking at an Index which is maintained by OMEGA.
- **Produce address lists:** You type an address list only once. You can then reuse it for letters, envelopes, forms, or invoices as often as you wish.
- **Sort information:** OMEGA lets you sort information alphabetically or numerically to produce reports.

OMEGA Components



Change Appearance, Text, or Use



OMEGA word processing advantages

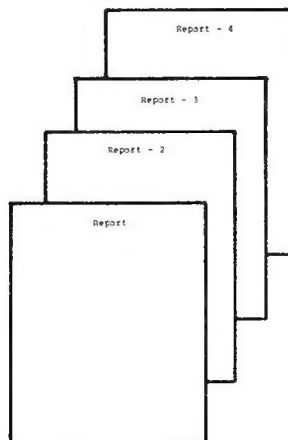
OMEGA can perform routine tasks almost by itself. With OMEGA's help, complex work is made easier.

Advantages

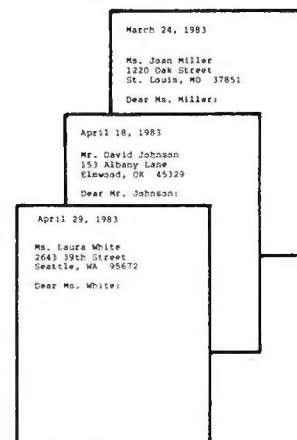
- **Work becomes less repetitive:** OMEGA does repetitive tasks like form letters and page numbering automatically.
- **Documents look better:** The format can be changed so that a document fits perfectly on a page. You print only perfect copy, because all errors and revisions are corrected on the screen before printing. Last minute edits that "you learned to live with" can now be made easily and quickly.
- **Documents are completed more quickly:** OMEGA allows you to type at rough draft speed, correct errors quickly, print a document rapidly, and make revisions in half the time.
- **Information becomes more meaningful:** Information is more timely because making changes with OMEGA is easy and fast.

Turn to the next page to begin Section 2.

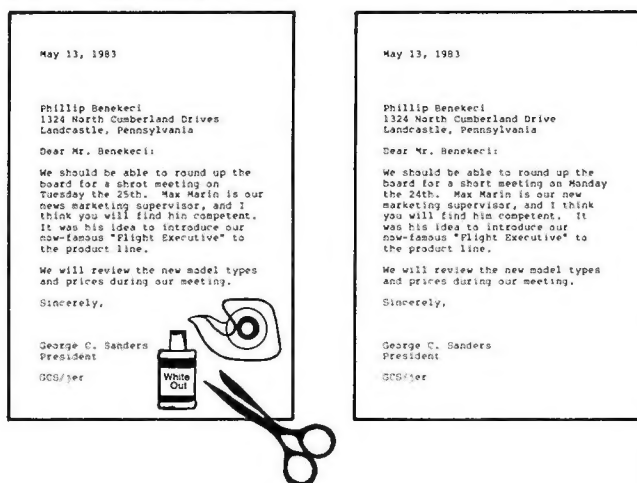
Less Repetitive



Form Letters



Documents Look Better



Compucorp system components

A component system is one that is made up of several different pieces of equipment. Each piece of equipment performs a separate function, yet they all interact to produce the final product. OMEGA's components work together to help you produce top quality documents quickly and easily.

System components

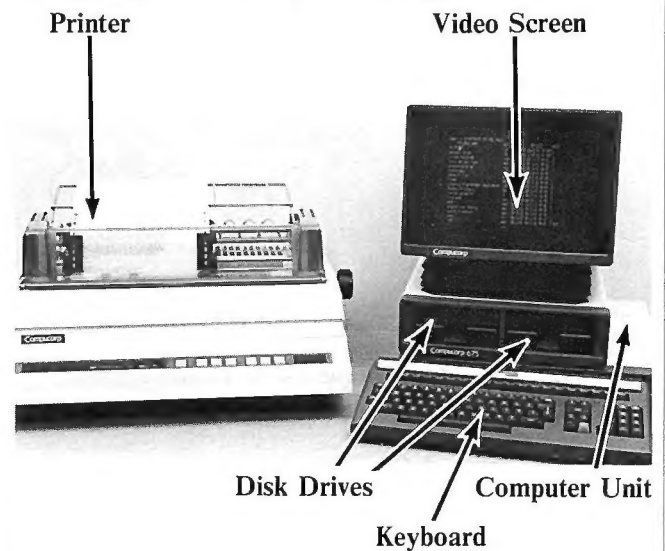
OMEGA has six elements, or components:

1. Keyboard
2. Video screen
3. Disk drives
4. Magnetic disks
5. Computer unit
6. Printer

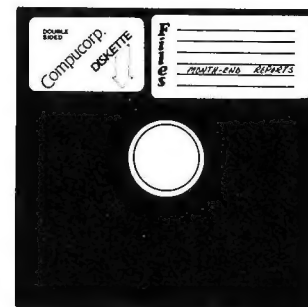
You type on the keyboard and your text appears on the video screen. You can print the text from the screen, or save it on a magnetic disk and print it later. The computer unit coordinates all of the components. This section explains more about each of these components and how they are used together.

Upon completion of this section, you will need access to a Compucorp OMEGA system. You will then have an opportunity to examine all of the components of the Compucorp OMEGA word processing system closely.

Compucorp OMEGA System Components



Disk



The keyboard for 600 Series

You type text on the Compucorp system using a keyboard that has four groups of keys:

1. Typing keyboard
2. HOME and Arrow keys
3. Ten-key pad
4. Special function keys

Typing keyboard

These keys are used to type letters, symbols, and numbers. This keyboard is similar to a standard typewriter keyboard with extra keys for greater flexibility.

HOME and Arrow keys

The Arrow and HOME keys are used to move the cursor through text on the screen. The cursor is a small white "box" that appears on the screen. It shows you exactly where you are typing on the screen.

Ten-key pad

The block of number keys on the right side of the keyboard has numbers, a decimal and a hyphen or minus sign. These can be used to type columns or groups of numbers easily.

This group of keys also can be used to perform mathematical calculations. (Not available on Level A.)

Special function keys

Most of these keys are located on a separate row at the top of the keyboard. They control OMEGA's word processing features. The names of these special function keys are found on the "T-bar" which sits above the keys.

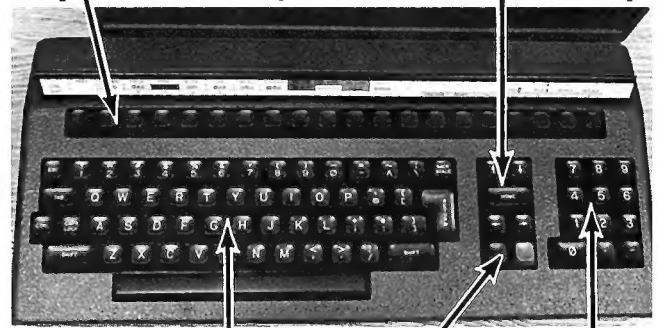
Each key has two labels. To use a function described in the top row of the strip, simply press that key. To use a function described in the second row you, must hold down the Control key (CTRL) and then press the appropriate special function key. The (CTRL) key is located on the lower left side of the typewriter keyboard.

OMEGA Level B systems have a third row of descriptions on the T-bar. This row contains some additional symbols which are used mainly in legal documents or certain math functions.

Below the HOME and Arrow keys are two other special function keys. The RED key stops or cancels a word processing operation. The GREEN key works like the RETURN key to indicate execute or go.

System Guide 1:
Introducing Word Processing

4. Special Function Keys
2. HOME and Arrow Keys

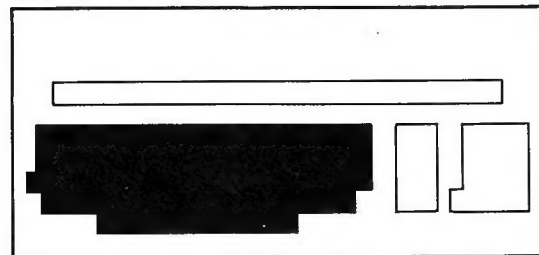


1. Typing Keyboard

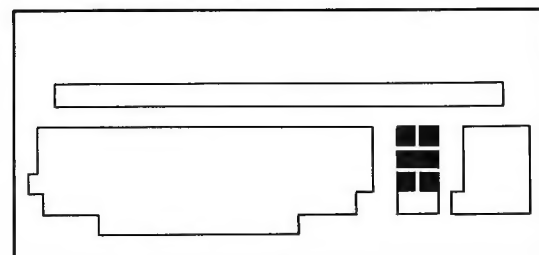
3. Ten Key Pad

4. Special Function

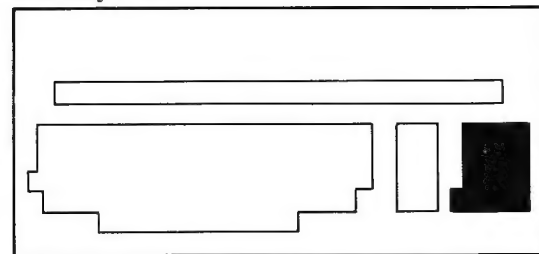
Typing Keyboard



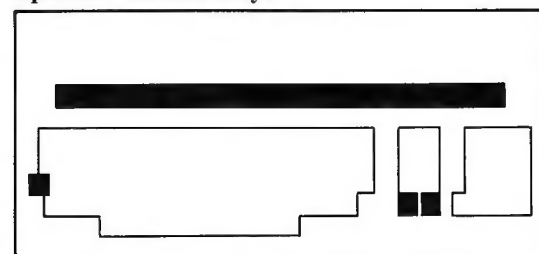
HOME/Arrow Keys



Ten-Key Pad



Special Function Keys



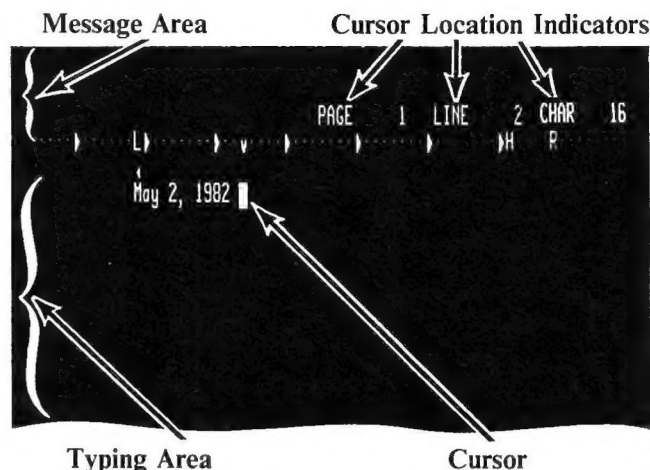
Section 2:
Compucorp System Components (Cont.)

The video screen

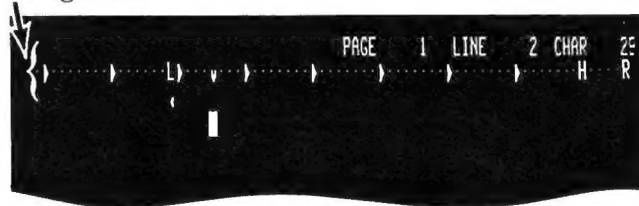
The next component of your Compucorp word processing system is the video screen. It looks like a television screen and displays text as you type and make revisions. At the top of the screen are three information lines. The rest of the screen consists of the typing area.

Below is a brief description of the screen and its elements. You will learn more about these elements in Section 3 of this system guide and in later system guides.

1. **Message area:** OMEGA and you communicate on the top two lines of the screen. The messages displayed here tell you what OMEGA is doing and ask you what you want OMEGA to do.
2. **Cursor location indicators:** The second line in the message area also contains three location indicators. The PAGE indicator shows on which page of a document you are typing. The LINE indicator tells you on which line the cursor is located on the page. And the CHAR (character) indicator tells the character position on which the cursor is located.
3. **Margin scale:** The third line of the message area is the margin scale. The margin scale displays margins, tab stops, hot zone, and cursor location.
 - An "L" displays on the margin scale at the left margin character position. An "R" displays at the right margin character position.
 - The "H" shows where the "hot zone" begins.
 - Tab stops are indicated on the margin scale by right pointing triangles.
 - The cursor location indicator appears on the margin scale as a "V."
4. **Typing area:** The typing area is below the margin scale. This is where the cursor appears.



Margin Scale



Characteristics of the video screen

The video screen is like a window. It shows only part of a large "page" on which text can be typed. Your document pages can be both longer and wider than the size of the screen. This is shown in the first illustration.

Text length: The video screen displays less than a full page of text at a time. When you type more lines than the screen can hold, the top lines move up, off the screen. OMEGA is holding this text in "temporary memory." Your text can be brought back onto the screen at any time.

Text width: You can also see as many as 80 characters on one line at a time. But again, temporary memory will let you type up to 256 characters on one line. This "horizontal scrolling" is used to type wide documents. In this case, the first part of the line moves off the left of the screen. Even though you cannot see the left side of the text, OMEGA's temporary memory is holding the text for you. You can bring back the text at any time.

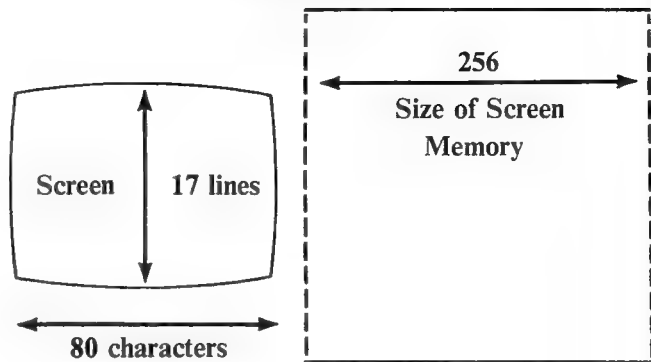
Another important characteristic of the screen is "wraparound" which is shown in the second illustration. When typing on OMEGA, you do not press RETURN at the end of each line. OMEGA returns for you automatically so that text does not extend beyond the right margin.

Screen Controls

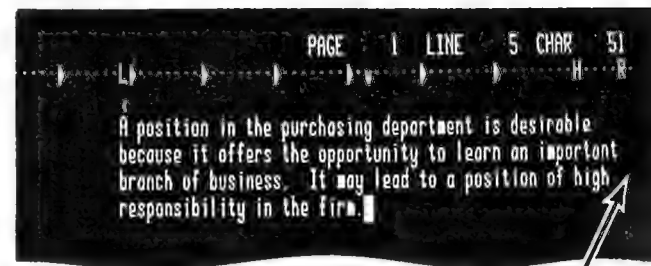
Two features allow you to adjust the screen. These are shown in the third illustration.

- **Screen brightness:** The brightness of text on the video screen can be adjusted by rotating the control knob on the back of the screen. Turning the knob clockwise makes the images brighter. This allows the screen to be adjusted to your individual comfort level.
- **Tilt mechanism:** The video screen sits on top of flexible bellows. The screen can be tilted up or down to reduce glare and fit your preferred viewing level.

Screen Window into Memory

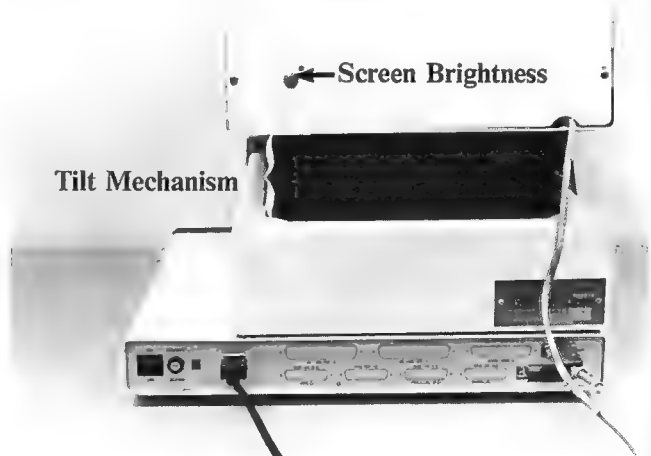


Wraparound



(no RETURNS)

Screen Controls (Back of System)



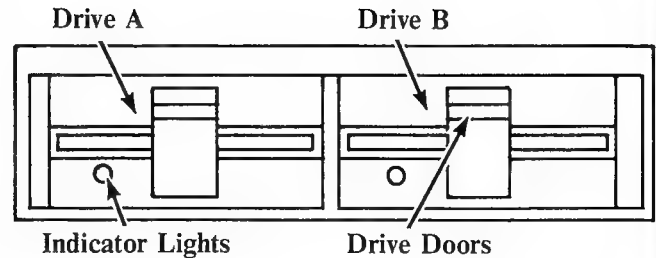
Disk drives

The disk drives are located just below the video screen. The disk drives “read” and “save” information on the disks. Each drive contains a “head” which functions much like the needle on a record player.

Drive A is on the left and Drive B is on the right.

- **Drive doors:** The drive doors are horizontal covers which close to protect the disks. They should be left open when the system is not in use. This prevents unnecessary wear on the head and disks. The doors are closed by pressing down on the latch and opened by pulling up gently on the latch.
- **Indicator lights:** Each drive has a red indicator light that flashes when OMEGA is using a disk.

NOTE: Never open a disk drive door when an indicator light is flashing, or if a message on the screen tells you not to open a disk drive door. This can damage the disk and erase information stored on the disk.



Disks

Your Compucorp word processing system uses magnetic disks, which are also called "diskettes," to save information. These disks look like 45rpm records and are inserted into the disk drives.

Parts of a disk

1. **Magnetic disk:** The actual disk is round and made of flexible plastic. Part of the disk can be seen through the protective jacket.
2. **Protective jacket:** A permanent, heavy paper jacket covers the disk to protect its sensitive recording surface. This allows you to handle the disk without affecting any information saved on it.
3. **Write-protect notch:** This is the single notch on the right edge of the protective jacket. It must be covered by a special adhesive tab before you can use the disk.
4. **Labels:** Label all your disks to identify what is stored on them. Use only a felt tip pen when labeling a disk. Never use a ballpoint pen or pencil because the pressure can damage the disk.
5. **Storage envelope:** This envelope provides additional protection for a disk. The disk must be removed from the storage envelope before it is inserted into a drive. The disk should always be kept in its storage envelope when it is not being used.

Disk types

The Compucorp system uses two kinds of disks.

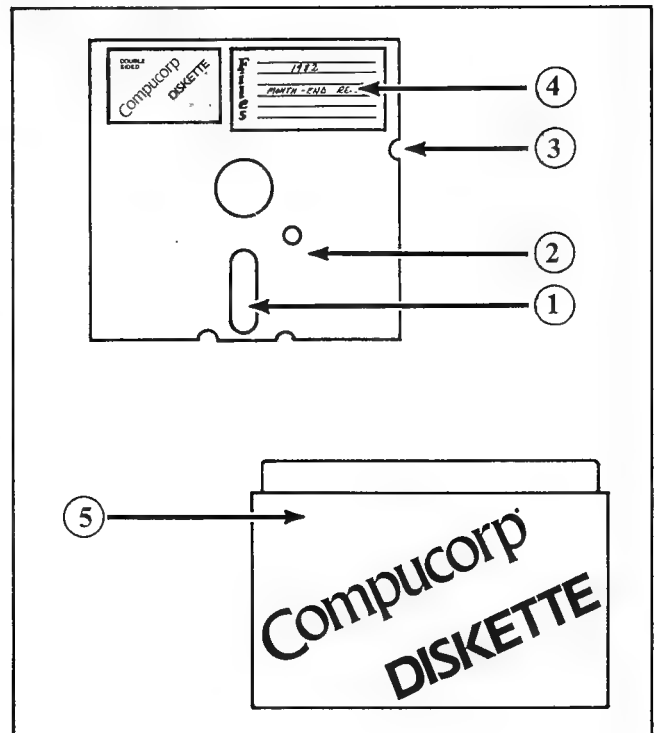
- **OMEGA Master disk:** This disk contains pre-recorded instructions which OMEGA needs to operate. It is identified as a Master disk by its label. The OMEGA Master disk should always be inserted into Drive A. It remains in Drive A whenever you are using the system.

The write-protect notch on the Master disk must be covered with a special adhesive tab to be used. Since the Master disk holds the system instructions, it is usually not used for saving documents.

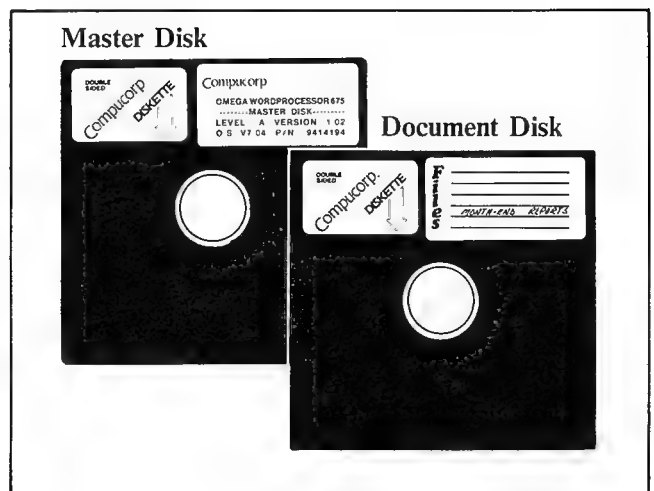
Compucorp also offers different types of Master disks, including ones for data processing. For information regarding other Master disks, contact your Compucorp Representative.

- **Document disk:** You save information that you have typed on a Document disk. You must place a special adhesive tab over the write-protect notch to use a Document disk. These disks are inserted into Drive B.

Parts of a Disk



Disk Types



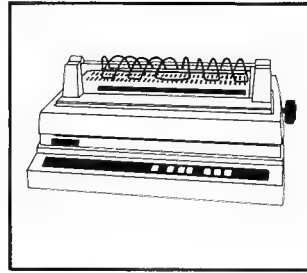
The printer

To print your documents, you use a **high-speed printer**. The printer looks like a large typewriter without a keyboard. It has a margin scale to help you align the paper, a platen, and a platen knob. The printer also uses a typing element and a ribbon cartridge.

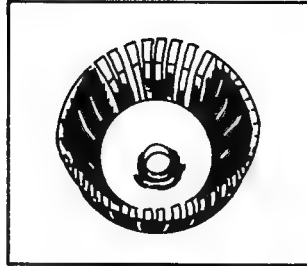
Elements of a printer

1. The printer has its own power switch separate from the computer unit.
2. You may find several message indicator lights on the front of the printer, such as a restart button which restarts the printer after it has been stopped to change a ribbon.
3. Your printer uses a typing element. Depending on the type of printer used, this element is called a print wheel or a print thimble. Print elements are available in a variety of type sizes and type styles. A printwheel and a print thimble are shown in the second illustration.
4. Printers can be equipped with paper feeders which insert paper automatically. These can be either the tractor feeders which feed continuous paper into the printer, or sheet feeders which feed single sheets of paper or envelopes into the printer from a paper tray. Both of these optional paper attachments are shown in the photograph.

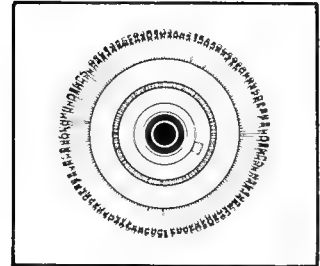
Printer



Print Thimble



Printwheel



Sheet Feeder



Tractor Feeder



Computer unit

The computer unit is located in the base under the disk drives. It is the control center of your Compucorp word processing system and coordinates all of the other components.

Computer unit function

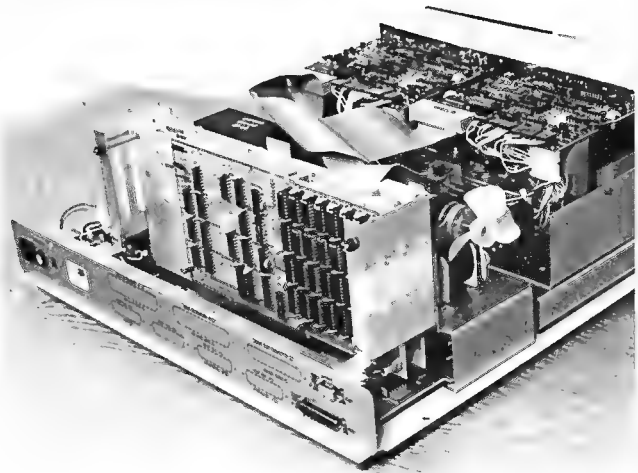
The computer unit is the "brain" of your OMEGA system. It is made up of a board of electronic "chips" just like the chips found in a digital watch or a pocket calculator. A photograph of these chips is shown to the right. The electronic chips perform the instructions which are provided by the Master disk. The Master disk is like the "mind" of the system and the computer unit is like the "brain."

The "brain" or computer unit can only do what it is instructed to do by the "mind" or Master disk. The "mind" or Master disk contains the thoughts or capabilities of the system.

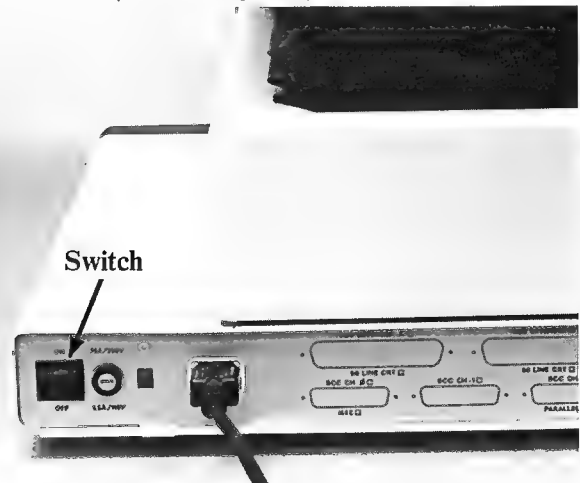
Power switch

The ON/OFF switch controls the power supply to the system. It is located on the back of the computer unit.

Inside of Computer Unit



Power Switch (Back of System)



Equipment safety

Your Compucorp word processing system is designed for use by everyone from novice to expert. You cannot damage your Compucorp system by touching the incorrect key or inserting the incorrect disk.

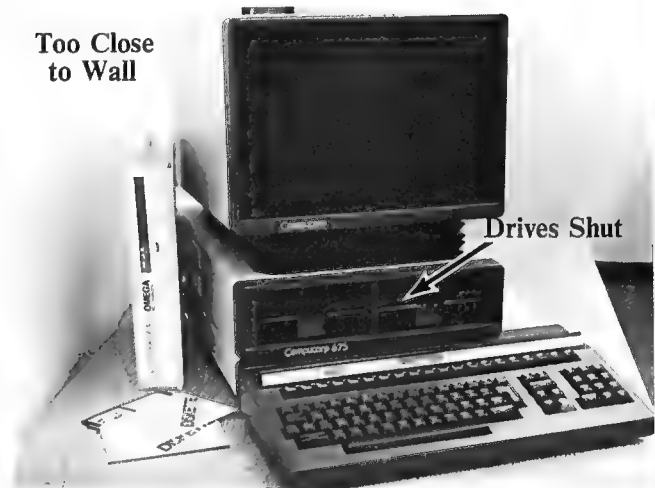
However, as with any electronic equipment, you must follow a few procedures for the safety of information that you have saved. These guidelines apply to your Compucorp system and magnetic disks.

Safety practices for the Compucorp

- Keep objects away from the left side of the unit to prevent overheating.
- Place your system so that the left side is at least six inches from the wall. This lets the vent work properly.
- Keep foods and liquids away from the equipment. Spills and food particles can cause electrical problems.
- Keep fingers, jewelry, ties, and long hair away from the printing mechanism.
- Do not plug other equipment into the same outlet as your Compucorp. Electrical surges from other equipment can damage information on the disks.
- Never turn your Compucorp system on or off when the disks are in the drives.
- Keep the disk drive doors open when the system is not in use.
- Do not attempt to service your Compucorp system. If you have problems that are not covered by the trouble-shooting instructions in your OMEGA Reference Manual, call your Compucorp Representative.

Improper Placement

Too Close to Wall



Proper Placement

6" From Wall



Handling disks

If a disk wears out or is damaged, you can lose saved text. Follow these rules to ensure the safety of information saved on your disks.

Do's

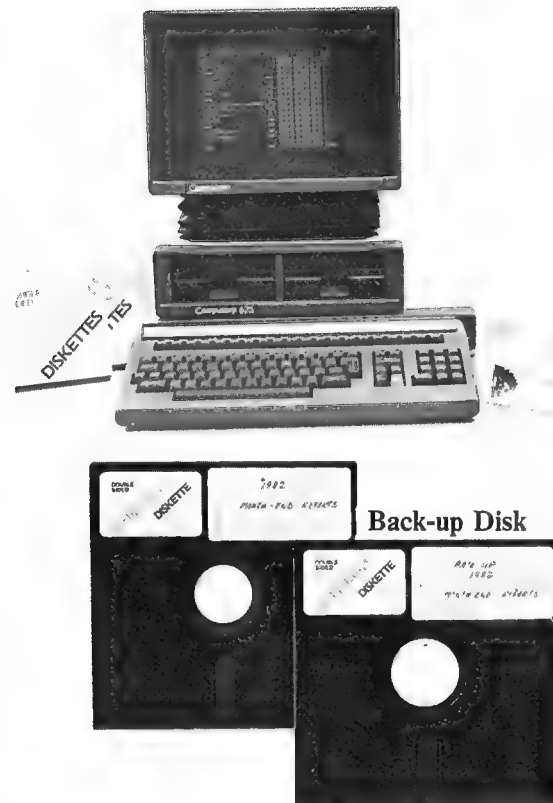
- Use only a felt tip pen to write on the disk's label.
- Keep disks away from liquids, food, and cigarette smoke.
- Keep disks away from magnets. Magnets erase text saved on disks. Be careful with magnetic clips used to hold paper onto typing stands.
- Store disks in areas that will not get warmer than 50 degrees Centigrade or 125 degrees Fahrenheit.
- Store disks upright in boxes, such as the boxes in which they are shipped. Leaving disks flat on a work surface is not recommended.
- Remove your disks from the disk drives before a CompuCorp Representative works on your system.
- You should back up all your disks by making a "disk image" at the end of each typing session. This is a good safety precaution because someone may damage your disk.
- Keep the backup copies of your disks in a different place than the originals.

Don'ts

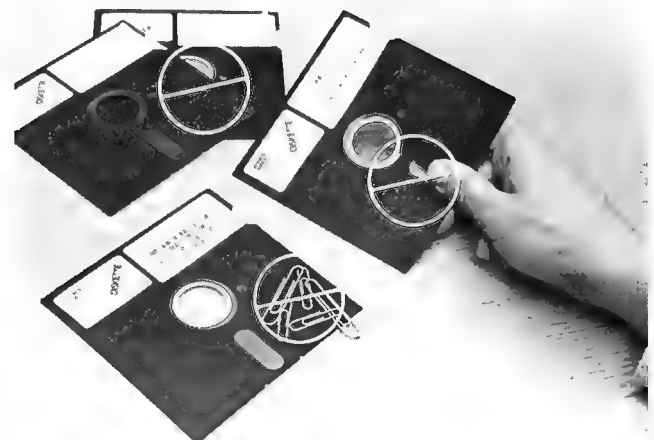
- Do not lay a disk down unless it is in its storage envelope.
- Do not touch the exposed magnetic surface of a disk.
- Do not bend a disk.
- Do not wipe or try to clean the exposed magnetic surface of a disk.
- Do not leave disks near a heat source or where they might be exposed to direct sunlight.

Now complete the review questions on the next page.

Do's



Don'ts



Section 2 Review Questions

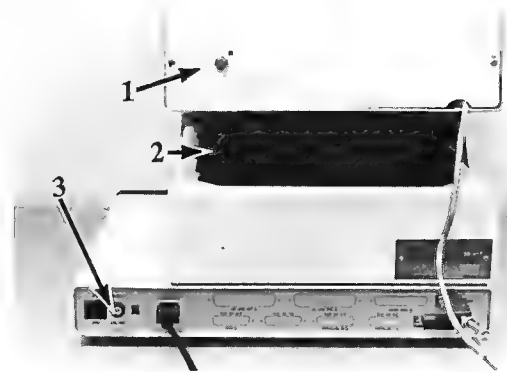
1. List the six main components of the Compucorp word processing system, illustrated at the right.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____



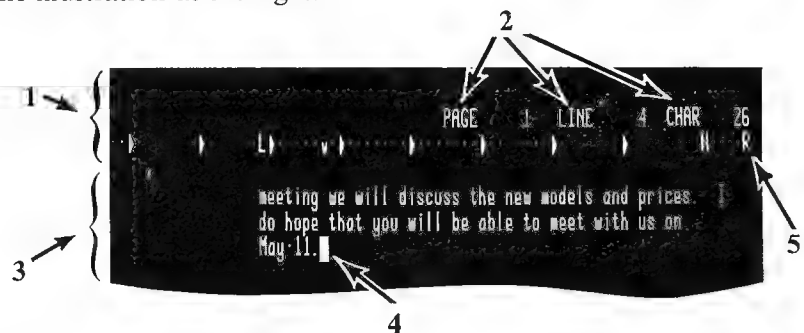
2. Identify the controls shown in the illustration at the right.

- _____ A. Screen brightness
- _____ B. On/off switch
- _____ C. Tilt mechanism



3. Identify the screen elements shown in the illustration at the right.

- _____ A. Message area
- _____ B. Cursor location indicators
- _____ C. Margin scale
- _____ D. Typing area
- _____ E. Cursor

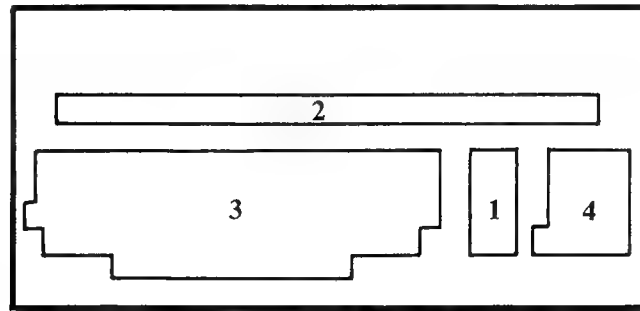


4. Identify the elements on the margin scale in the illustration at the right.

- _____ A. Tab stops
- _____ B. Left margin
- _____ C. Hot zone
- _____ D. Right margin
- _____ E. Cursor location indicator



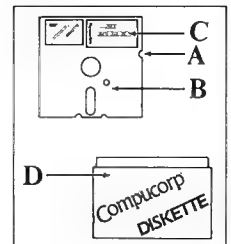
5. Identify the four groups of keys illustrated below, and give a brief description of the function of each.



- A. _____ Typing keyboard _____
- B. _____ HOME and Arrow keys _____
- C. _____ Ten-key pad _____
- D. _____ Special function keys _____

6. Label the parts of a disk which are shown in the illustration at the right.

- A. _____
- B. _____
- C. _____
- D. _____



7. Name the two types of disks and give a brief description of the function of each.

- A. _____
- B. _____

8. List three equipment precautions.

- A. _____
- B. _____
- C. _____

9. List three disk handling precautions.

- A. _____
- B. _____
- C. _____

Check the answers on the last page of this system guide. Then, complete the "guided tour" which is described on the following page.

Guided Tour

To complete this “guided tour” of the system components, you will need access to a Compucorp system. The system should be turned off when you begin this exercise. Take the guided tour by reading the material listed below and performing the tasks indicated. You should be seated at an OMEGA word processing system.

A. The keyboard

- Locate the four groups of keys.
- Note in particular the special function keys at the top of the keyboard and the (CTRL) key on the left of the typewriter keyboard.

B. The screen

- Note the screen and find the brightness control on the back of the screen.

C. Disk drives

- Note where the two disk drives are located.
- Drive A is on the left and Drive B is on the right.

D. The disks

- Locate a Master disk and a Document disk. Notice the label on the Master disk.
- Take the Document disk out of its storage envelope. Notice the write-protect notch on the side of the disk and the magnetic disk which is visible through the jacket cutouts. Make sure a special adhesive tab is on the write-protect notch. If your supervisor has not already done so, write your name on a label and affix it to the Document disk. Then put the disk back in its storage envelope.

E. The printer

- Notice the items which are similar to a typewriter: platen, ribbon cartridge, platen knob, and margin scale.
- Notice where the print wheel or print thimble is located. Directions for replacing a print wheel, print thimble, or ribbon are in your OMEGA Printer Reference Manual. You need not replace either at this time.

F. The computer unit

Notice the computer unit which sits under the disk drives and behind the keyboard. Locate the ON/OFF switch on the back of the computer unit.

- G. Look for any differences between the components described in the system guide and the components of the Compucorp system in front of you. If there are any differences, discuss these now with your supervisor.

Turn to the next page to begin Section 3.

Operating OMEGA

To prepare OMEGA for use, you simply turn on the system and insert the Master disk. The procedures for turning the system on and off are listed below. Do not perform these procedures now.

Turning on the system

1. Open the disk drives by pulling up on the latches. If there is a disk in a drive, remove it.
2. Locate the power switch on the back of the computer unit, and press the switch to ON. When the system is on you will hear the humming sound of the fan. Also, find the power switch on the back of the printer and turn on the printer.
3. Insert a Master disk into Drive A on the left. The disk label must be face up. The edge with two small notches is inserted first.
4. Close the disk drive door by pressing down gently on the latch. The light goes on in Drive A as the system reads the instructions from the Master disk. (This takes about one minute.)
5. When OMEGA is ready for use, a message will appear that says "Enter Time (hh/mm), followed by AM or PM:" Type in the time on the keyboard, using a slash between hours and minutes. Space once and follow the time by AM or PM (e.g., 9:33am).
6. Press RETURN.
7. A message appears that says "Enter Date (mm/dd/yy):" Type the date, with slashes between the month, day, and year (e.g., 12/25/81).
8. Press RETURN.
9. A blank screen appears with the margin scale ready for you to begin typing. Adjust the screen brightness by rotating the brightness control knob behind the screen.
10. Insert a Document disk, in the same way, into Drive B on the right.

Turning off the system

1. Be sure the red indicator lights on the drive doors are not lit.
2. Open the disk drive doors, remove the disks, and place them in their storage envelopes.
3. Press the switch on the back of the computer unit to OFF. Turn off the printer.

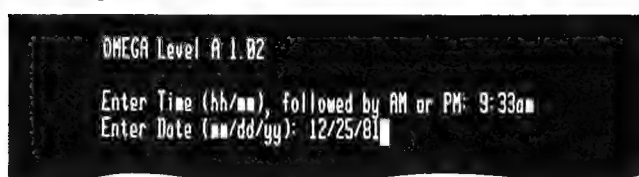
Inserting a Master Disk



Entering the Time



Entering the Date



Blank Screen Appears



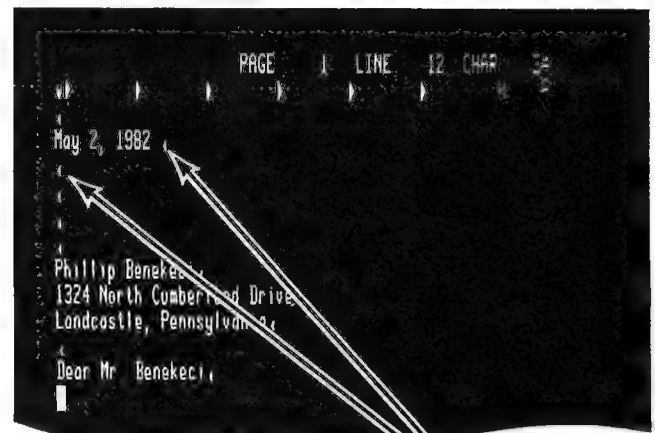
Typing text

You type text using OMEGA much as you do on a regular typewriter. When you turn on the system, you can start typing immediately. However, OMEGA has several features which make typing faster and easier. Because the video screen is your typing area, OMEGA "wraps" each line of text automatically so you do not have to press RETURN at the end of a line. You need only make line ending decisions in the following situations.

Short lines and blank lines

Lines at the end of a paragraph or in a list often do not reach the right margin. Also, you may want to leave a blank line between paragraphs. In such instances, press RETURN. Each time you press RETURN, OMEGA displays a small left pointing triangle to show where the line ended short of the right margin or where there is a blank line. The cursor then moves to the next line.

Short or Blank Lines



RETURN screen markers

Moving through text

Like the type guide on a typewriter, the cursor on OMEGA moves as you type or whenever you use the SPACE BAR, RETURN key, or TAB key. However, to move the cursor "through" typed text, you must use the cursor movement keys which are the HOME and Arrow keys. You cannot use the BACKSPACE key as it will erase text. If you use the SPACE BAR or RETURN key, you will add blank spaces or lines. The HOME and Arrow keys allow you to move the cursor up, down, to the left, and to the right through the text.

Arrow keys

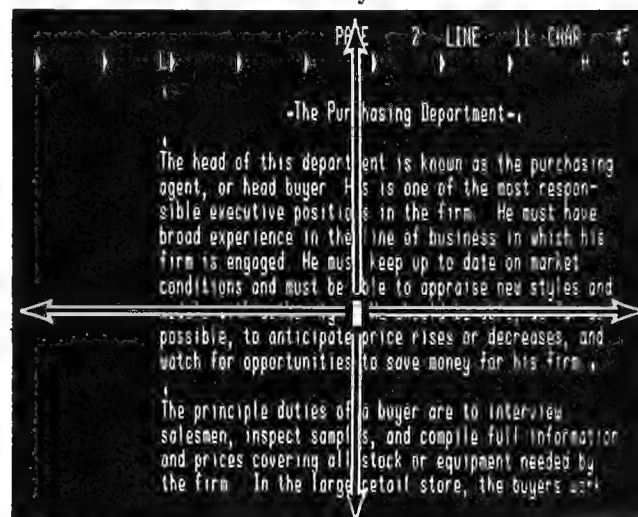
The cursor moves in the same direction as the arrow shown on each key. Pressing the UP ARROW key once moves the cursor up one line. Pressing DOWN ARROW once moves the cursor down one line. Pressing LEFT ARROW once moves the cursor one space to the left. The RIGHT ARROW once moves the cursor one space to the right. To repeat the cursor movement in any direction, hold down the appropriate Arrow key.

Vertical scrolling

UP ARROW moves the cursor up through the text. If there are more lines of text than can show on the screen, the end of the text scrolls off the screen. However, it is not gone. The text is being held in OMEGA's temporary memory. Moving the cursor down scrolls the text back onto the screen.

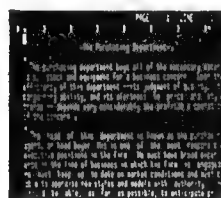
DOWN ARROW moves the cursor down through the text. If there are more lines of text than can display on the screen, the first lines scroll off the top of the screen.

Cursor Moves with Arrow Keys

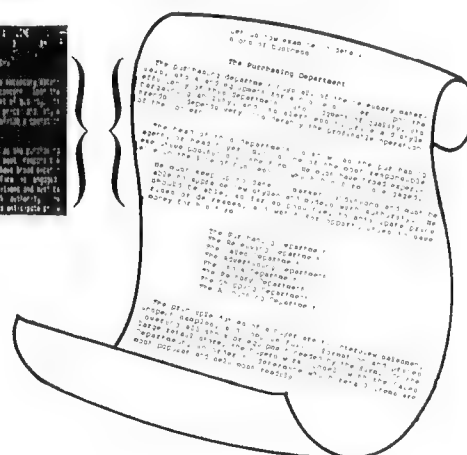


Vertical Scrolling

Screen - 17 Lines



Temporary Memory



Horizontal scrolling

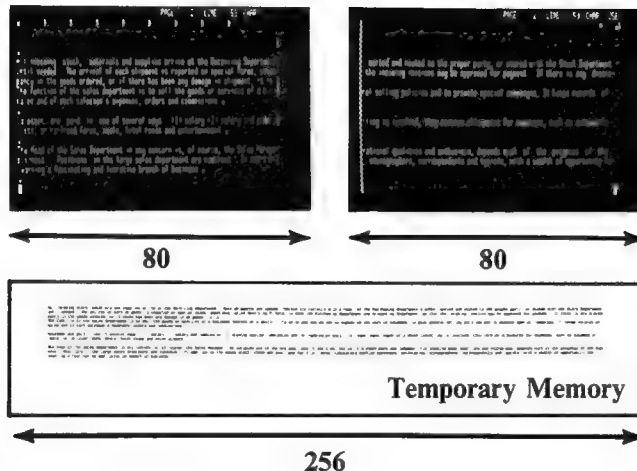
If you use the LEFT ARROW key repeatedly, it moves the cursor to the left margin.

The RIGHT ARROW key moves the cursor to the right end of the line or character position 256. When the cursor reaches the last displayable character position on the screen, the text on the left scrolls off the screen. The text is held in temporary memory and can be redisplayed.

HOME key

The Arrow keys can be used with the HOME key to move rapidly through the text. When you press HOME, then UP, the cursor will move up one screen length quickly. HOME and then DOWN will move the cursor down one screen length. HOME and then LEFT will move the cursor to the left margin, and HOME and then RIGHT will move the cursor to the end of the line. Additional rapid cursor movements are discussed in System Guide 2.

Horizontal Scrolling



Filing documents

Typed documents are usually filed so that they can be located quickly and easily when needed again. On OMEGA you file or "save" and locate or "recall" documents.

Saving a document

Any time you want to save text you have typed, use the **SAVE** key. **OMEGA** asks you to name the document so that the system can list the document name on the disk's "table of contents" or Index. To save the text on the disk, type the name of the document and press **RETURN**. The document will then be saved on the Document disk in Drive B.

You can use up to 35 characters (including spaces) for a document name. Do not use a colon in the document's name or start the name of a document with an asterisk (*). Use a name that will help you remember what the document is, such as the name of the person if the document is a letter. You should discuss naming documents with your supervisor so that documents are named consistently.

Printing a document

You can print a saved document by displaying the Index and placing the cursor on the document's name. Then, you simply press PRINT. While OMEGA is printing a document, you can continue working. The system allows you to type or recall another document while it prints. If you want to stop printing for any reason, hold (CTRL) and press STOP PRINT. You will learn more about printing in System Guide 5.

You can print a document that is not to be saved by pressing PRINT while the document is on the screen. OMEGA will print from the screen. This would be used for one-time, short documents such as an envelope or label. However, you cannot use the system when OMEGA is printing from the screen.

Recalling a document

After you have saved a document, you can easily locate or “recall” it to proofread or make revisions. To recall a saved document, you simply display the Index, position the cursor on the name of the document, and press **RECALL**.

Clearing the screen

You do not have to save a document. If you do not want to save the document, hold down (CTRL) and press CLEAR. OMEGA always asks “Are you sure?” Typing the letter y (yes) clears the document from the screen and typing the letter n (no) cancels your request.

System Guide 1: Introducing Word Processing

Saving a Document



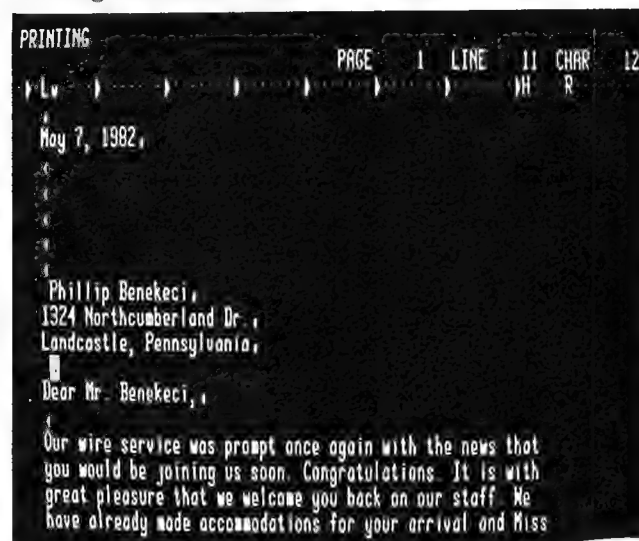
Printing a Document from the Index

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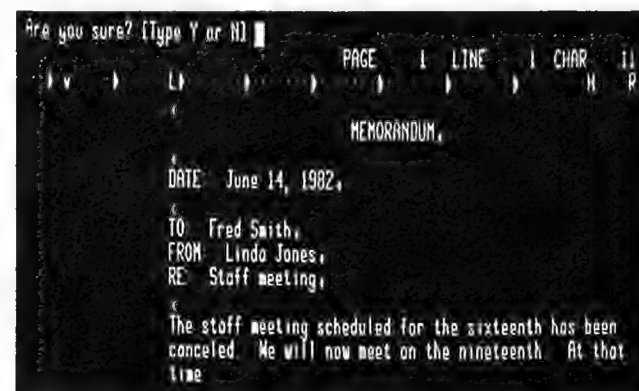
Index for DISK1 316 FREE PAGES TIME: 09:58:03
DOCUMENT NAME      AUT  CREATED    REVISED    PAGES
Jones letter       jer  02/19/82  02/19/82  08:07    4
Smith letter       bt   02/19/82  02/19/82  08:08    1
Sales report/Jan   ag   02/19/82  02/19/82  08:15    2
Annual Report/1st draft
                    jer  02/19/82  02/19/82  08:13   17
Sample sales letter
                    ag   02/19/82  02/19/82  08:15    1

```

Printing from the Screen



Clearing the Screen



Section 3: Using OMEGA (Cont.)

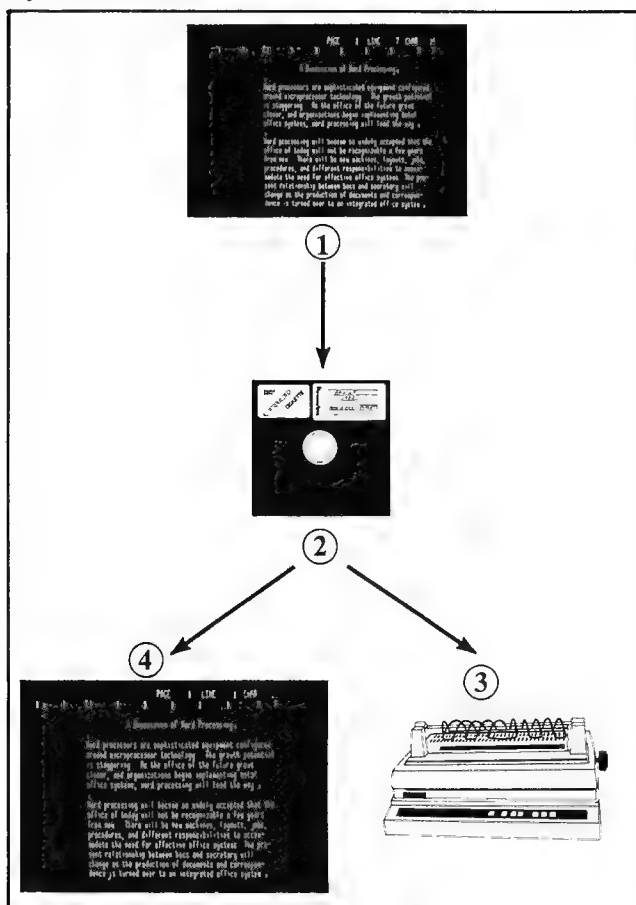
System workflow

Now that you have learned about OMEGA's components and how some of its features work, it is time to see how you use the components together as a system.

When you use your Compucorp, you follow four procedures to produce any document.

1. **Type and correct text on the screen:** You type at rough-draft speed and make minor corrections as you go.
2. **Save text:** You then save the text and OMEGA saves your document on a disk.
3. **Print text:** Once a document is saved on disk, it can be printed any time, as often as necessary.
4. **Recall and edit text:** You can also recall a saved document to the screen at any time to review the document or make revisions.

System Workflow



Reference sources

Compucorp provides you with two reference sources to use with your OMEGA word processing system.

OMEGA Instructional Guide

The Instructional Guide lists all the functions OMEGA can perform and the keystrokes to be used for each function. You will find it useful whenever you need a quick reminder of which keys to use.

OMEGA Reference Manual

The Reference Manual gives you a comprehensive explanation of all of OMEGA's functions. It includes step-by-step procedures and options you have in performing certain functions. It is particularly helpful when reviewing a seldom-used procedure.

Now complete the review questions on the next page.

OMEGA Instructional Guide

COMPUCORP SYSTEM SAFEGUARDS <ul style="list-style-type: none">Place system so that the left side is at least six inches from a wall.Do not cover vent on left side of system.Keep food and liquids away from system.Keep fingers and objects away from printer.	USE THE INDEX <ul style="list-style-type: none">To display default drive index, press INDEX.To display index other than default, press COMMAND and then INDEX, type desired drive letter, and press RETURN.To display first page of index, press PAGE.To redisplay first page of index, press (CTRL) PAGE.
DISKETTE HANDLING AND STORAGE <ul style="list-style-type: none">Always store diskettes in their jackets.Do not touch exposed surface of diskette.Do not wipe or try to clean diskettes.Use only a felt tip pen to label diskettes.Keep diskettes away from magnets and magnetic fields.Store diskettes carefully away from direct sunlight and heat.Make backups by duplicating the disk and then store backups separately.	SAVE A DOCUMENT <ol style="list-style-type: none">Press SAVE.When the message "SAVING TEXT Please name this document" displays, type a name for the document.Press RETURN. NOTE To save on a drive other than default, type the desired drive letter colon and then document name.
ERROR MESSAGES are listed in the Reference Manual.	SAVE A LONGER DOCUMENT <ol style="list-style-type: none">Type until screen displays message, "SAVING TEXT Please name this document".When message displays, type a name for the document.Press RETURN.Stop typing to end of document and then press SAVE.
START THE SYSTEM <ol style="list-style-type: none">Press power switch on right rear of computer unit to ON.Insert OMEGA Master disk, label up and rotate first, into Drive A and close drive door.When message displays, type the time (e.g. 9:00 AM).Press RETURN.When message displays, type the date (e.g. 10/2/81).Press RETURN.Insert prepared Document disk in default drive (see PREPARE DISK).	CLEAR A DOCUMENT FROM THE SCREEN <ol style="list-style-type: none">Hold (CTRL) and press CLEAR.When the message "Are you sure?" displays, type Y.
TURN THE SYSTEM OFF <ol style="list-style-type: none">Save text on the screen, if desired (see SAVE A DOCUMENT).Remove disks from system and store safely.Press power switch to OFF.	RECALL A DOCUMENT FROM THE INDEX <ol style="list-style-type: none">Display appropriate Index.Position cursor on name of document to be recalled and press RECALL.If screen displays message, "Do you want to save the document that was on the screen?" type Y to clear that document OR type N to return to that document and save.
CANCEL/INTERRUPT A WORD PROCESSING OPERATION <ul style="list-style-type: none">Press RED key (cancel).	RECALL A DOCUMENT FROM THE SCREEN (Not available on Level A) <ol style="list-style-type: none">Clear the screen.Press COMMAND and then type IR (Index Recall).When message displays, type name of document to be recalled.Press RETURN.
	UPDATE A SAVED DOCUMENT <ol style="list-style-type: none">Reuse document.Press SAVE.When the message "SAVING TEXT ON DISK Do you want to update the original?" displays, type Y to update original with changes, OR type N, type name for the document, and press RETURN.
	UPDATE A LONGER SAVED DOCUMENT <ol style="list-style-type: none">Reuse or recall through document until screen displays message "SAVING TEXT ON DISK Do you want to update the original?"Type Y to update original with changes, OR type N, type name, delete document, and press RETURN.

OMEGA Reference Manual



Section 3 Review Questions

1. List the four steps used to produce a finished document on OMEGA.

- A. _____
- B. _____
- C. _____
- D. _____

2. Which keys do you use to move the cursor through text?

- A. RETURN and TAB
- B. SPACE BAR and RETURN
- C. HOME and Arrow keys
- D. SPACE BAR and RETURN

Check the answers on the last page of this system guide. Then, turn to the next page and read the description of the hands-on activity and items you will need complete it.

Check the answers on the last page of this system guide. Then, turn to the next page and read the description of the hands-on activity and items you will need to complete it.

Hands-on information

1. Take a look at the Instructional Guide. Locate the steps for turning the system on and off. You may want to refer to these in the following exercise.
2. Read through the information before beginning the hands-on activity.

A. You will need the following items to perform this exercise.

- You must have access to a Compucorp system for this exercise. Be sure the system is turned off when you start.
- Locate a Master disk and a blank Document disk which has been prepared by your supervisor. Write your name on the Document disk if your supervisor has not done so. Use a felt-tipped pen to do this.
- Move the tape player and the audio for System Guide 1 near the system. The instructions for the activity are contained in Audio 1.
- Also move this system guide to the system because the guide contains the text to be typed in this exercise.

B. An overview of the steps you will perform in this hands-on activity are given below:

The audio will guide you through the steps.

- Turn on the system.
- Prepare OMEGA for typing.
- Type the sample text given on the next page.
- Save the text.
- Print the text.
- Recall the text to the screen.
- Clear the screen.
- Turn off the system.

STOP - TURN ON THE AUDIO FOR DIRECTIONS FOR THIS HANDS-ON ACTIVITY

Sample Text

Sight is man's richest sense, his link to the world and its wealth of imagery. Vision begins with light, the abundant rain of the sun's energy falling through space to touch and warm the earth.

Light projects value, tone and shadow into nature. The eye, keen to this kaleidoscopic effect, then relates what it senses to the brain.

STOP - TURN ON THE AUDIO

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When you have completed the audio instructions, you have completed the first module. To begin the next module, locate System Guide 2 and Audio 2.

Answers to Review Questions

Section 2

1. A-video screen; B-disk drives; C-keyboard; D-computer unit; E-printer; F-magnetic disks.
2. A-1; B-3; 2-C.
3. A-1; B-2; C-5; D-3; E-4.
4. A-3; B-1; C-4; D-5; E-2.
5. 3-typewriter keyboard, for typing letters, symbols, and some numbers; 1-HOME and Arrow keys, for moving cursor through text; 4-ten key pad, for typing numbers and performing numeric calculations; 2-special function keys, perform word processing functions.
6. A-write/protect notch; B-protective jacket; C-label; D-storage envelope
7. (These may be listed in any order) Master disk-contains pre-recorded instructions; can have more than one type of Master disk; write/protect notch is covered but Master disk should not be recorded on; should be inserted in Drive A. Document disk-used for saving documents; write/protect notch should be covered; should be inserted in Drive B. Can tell difference between them by how they are labeled.

8/9. Review the safety practices in the Instructional Guide.

Section 3

1. A. Type and correct text on the screen. B. Save text. C. Print text. D. Recall and edit text.
2. C. The HOME key and Arrow keys. BACKSPACE erases spaces; SPACE BAR and TAB create blank spaces, RETURN creates blank lines.



